

1930-220th St. S.E., Ste. 102  
Bothell, WA 98021-8471  
Phone: (425) 487-6009  
Fax: (425) 487-2775  
E-mail: fmmaseattle@fmmaseattle.com

UNITED STATES DEPARTMENT OF AGRICULTURE

Agricultural Marketing Service  
Dairy Programs

FEDERAL MILK ORDERS 124 & 131

10050 N. 25th Ave., Ste. 302  
Phoenix, AZ 85021-1664  
Phone: (602) 547-2909  
Fax: (602) 547-2906  
E-mail: ma@fmma.net

**RECRUITMENT ANNOUNCEMENT**

**Position Title & Grade:**

Auditor, MA-5101  
MA 11/12

**Vacancy Number:**

06-01

**Salary Range:**

\$36,352 - \$52,748 (Includes locality adjustment)  
Salary commensurate with qualifications

**Opening Date:**

April 20, 2006

**Promotion Potential:**

MA 15

**Closing Date:**

May 19, 2006

**Area of Consideration:**

All Market Administrator Offices and the Pacific  
Northwest Marketing Area  
(No Relocation Expenses Paid)

**Duty Station:**

Portland, Oregon

---

---

The objective of a Federal Milk Market Administrator's office is to administer the terms and provisions of regulations referred to as a Federal milk order. Federal milk orders establish minimum prices that regulated dairy plants and milk handlers must pay Grade A dairy farmers for milk, based on how the milk is used. The milk order requires that these payments be pooled so that dairy farmers under an order are paid an average price for their milk, regardless of how it is used. More detailed information on the Federal milk order program can be found at <http://www.ams.usda.gov/dairy/orders.htm>.

**Primary Duties of the Position:**

Conduct on-site audits of milk processing plants, manufacturing plants, and cooperative associations to verify compliance with Federal milk order provisions. Specific responsibilities include:

- Examining financial, cost and operational records.
- Investigating and documenting unusual findings and instances of non-compliance with the Federal order.
- Preparing written reports documenting audit findings and recommendations.
- Utilizing a laptop computer to input necessary data and preparing a final analysis of audit findings.
- Representing the Market Administrator's office in contacts with the dairy industry.

**Special Conditions and Requirements:**

- Local and out-of-town travel required.
- Must provide own transportation.
- Mileage, per diem and lodging paid.
- Must be a U.S. Citizen.

**Qualification Requirements:**

To qualify for this position, applicants must have one of the following:

- A bachelor's degree in accounting, finance, mathematics, dairy or food science or agricultural economics with at least nine semester hours in accounting.
- A bachelor's degree in any other field with at least 15 semester hours in accounting. Semester hours in investigative or research courses may be substituted for accounting.
- Applicants who do not have a degree must have appropriate semester or quarter hours described above and experience that, when combined with the education, would equal a four-year course of study.

**The required amount of experience and education will not in itself be accepted as proof of qualification for the position. The candidate's record of experience must demonstrate that the candidate possesses the ability to perform the duties of the position. A copy of your college transcript is required.**

**Evaluation Criteria:**

Candidates who meet the requirements described above will be evaluated on the following criteria:

- Knowledge of terms and provisions of Federal milk orders.
- Knowledge of financial reporting systems and accounting procedures.
- Ability to analyze data and draw factual conclusions.
- Ability to communicate in an effective and professional manner, both in written and oral presentation.
- Proficiency in word processing, spreadsheet and/or database software.

**Application Procedures:**

To be considered for the above position, submit a statement addressing the above evaluation criteria and a complete resume and/or OF 612, Optional Application for Federal Employment, postmarked by May 19, 2006, to: Federal Milk Market Administrator, 1930 - 220th Street S.E., Suite 102, Bothell, WA 98021-8471, or e-mail: [mcodd@fmmaseattle.com](mailto:mcodd@fmmaseattle.com).

**Failure to address the evaluation criteria could result in elimination from consideration.**

\*\*\*\*\*

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify Michael Codd, (425) 487-6009 or fax (425) 487-2775. The decision to grant reasonable accommodations will be on a case-by-case basis.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

\*\*\*\*\*